



**TOPPENISH CITY COUNCIL
REGULAR MEETING AGENDA
APRIL 24, 2023 – 7:00 P.M.**

TELEVISED LIVE ON MIDVALLEY TELEVISION
SPECTRUM CABLE CHANNEL 194

1. REGULAR SESSION CALL TO ORDER

Pledge of Allegiance/Roll Call/Welcome

2. APPROVE AGENDA

3. PUBLIC COMMENT

The City Council welcomes public attendance at Council meetings. This meeting is for the conduct of regular City business. At this time, citizen comments and inquiries about agenda business or general City matters are encouraged. If you wish to address the City Council, please stand or raise a hand so you can be called upon. After you are recognized, please come forward to the lectern, state your name, and address for the public record. Your remarks must be limited to three minutes or less. Please use the microphone.

4. PRESENTATION

- a. Receive Update on Housing Action Plan Progress

5. CONSENT AGENDA

All matters on the consent agenda have been provided to each Councilmember for review and are considered to be routine or have been previously discussed and will be adopted by one motion and vote without discussion. However, if a Councilmember desires, any item on this agenda will be discussed before any action is taken on it.

- a. Approve Minutes of the April 10, 2023, Regular Meeting
b. Approve Payroll Checks Numbers 36167 through 36179 and electronic transfers in the total amount of \$292,644.55 dated April 19, 2023
c. Approve Claims Checks Numbers 97030 through 97100, EFTAP334 and EFTAP335 in the total amount of \$293,500.02 dated April 24, 2023

6. NEW BUSINESS

- a. AB 23-026: Resolution 2023-18, Approve Concord Construction Quote for Public Works Building Modifications

7. COUNCIL MEETING REPORTS/COMMUNITY ANNOUNCEMENTS

8. CITY MANAGER REPORT

9. EXECUTIVE SESSION [RCW 42.30.110(1)(i)]

Purpose: To discuss potential litigation with legal counsel

Time: 30 minutes

Action: Potential action

10. ADJOURNMENT

NEXT COUNCIL MEETING WILL BE HELD ON MAY 1, 2023

CITY OF TOPPENISH

HOUSING ACTION PLAN UPDATE

APRIL 24, 2023

POLICY ANALYSIS AND POLICIES

- Analysis of progress to meet housing targets
- Evaluation of Comprehensive Plan Housing Element
- Evaluation of implementation of the schedule of programs and actions
- Development of Goals and Strategies for housing
- Development of Goals and Strategies for minimizing displacement

GOALS OF THE HOUSING ACTION PLAN

- Increase housing supply
 - Increase the variety of housing types
 - Increase the supply of housing affordable to all income levels
- Streamline the permitting process
- Incentivize development of affordable housing
- Pursue funding and partnerships for housing
- Minimize displacement risk for the community

NEXT STEPS

- Continue to develop strategies and policies for housing and anti-displacement
- Compile the Analysis and Goals, Strategies, and Policies into a single document
- Bring updated drafts back to council for input and eventual adoption

QUESTIONS?

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Housing Policy Review

Analysis of Progress to Meet Housing Goals

The 2017 Toppenish Comprehensive Plan update included in its housing element an estimate of future population growth and the subsequent housing required. In 2017, the population of Toppenish was 9,085, with a predicted population of 9,241 by 2020. This growth would require 40 housing units, bringing the total from 2,327 housing units to 2,367 housing units. However, as of 2021, the population of Toppenish was estimated to be approximately 8,843, a slight decline from 2017. Housing construction, however, continued to increase, and in 2021 there were 2,397 occupied housing units, exceeding the estimate in 2017. Despite the increase, however, the vacancy rate in the city remained low, with the overall vacancy rate being 2%, the owner-occupied vacancy rate being 1%, and the rental vacancy rate being functionally 0%. Most vacancies in Toppenish are classified as “other vacant,” which refers to a variety of statuses that keeps housing units off the market, such as vacation homes, housing units that are held for settlement of an estate, or have fallen into disrepair.

Comprehensive Plan Review

Goals and Policies of the Housing Element of Toppenish’s Comprehensive Plan

GOAL 1: Encourage a variety of affordable, well-designed, and attractive housing for all Toppenish residents.

Policy Reviewed:

Policy 1.1: Support the development of a housing stock that meets the varied needs of the present community while attracting high income residents.

Objective: Encourage the construction of new units to increase the housing supply. New construction should provide for moderate to low-income households, and elderly market demand as well as upscale residences. It should also provide for an appropriate mix of housing types and intensities (single family, and multifamily)

Objective: Encourage the construction of new housing units based on local need in consideration of:

- 1) Existing vacancy rates of owner and renter occupied households;
- 2) The number of households expected to reside in Toppenish in the next twenty years; and
- 3) The number of dwelling units that are dilapidated and not suitable for rehabilitation.

Objective: Allow, on individual lots in all residentially zoned areas, manufactured housing that meet accepted standards for site-built homes.

Analysis: The objectives of Policy 1.1 have been met to some degree, but improvements could be made. From 2017 to 2021, median income has increased by about \$16,000, and households with an annual median income of over \$100,000 have more than doubled, from 225 to 451. However, while higher income households have been attracted to the community, the result has been a housing stock that is 78% 1-unit detached homes, a larger proportion than almost every other community in the county. Only 12% of units are multi-family units, which are often more affordable for lower-income households. Additionally, the vacancy rate for the city remains low, at 2%. More telling, is that for owner-occupied homes the vacancy rate is at 1%, while for rentals it is functionally 0%, with most vacancy being considered “other vacant,” which refers to homes that are vacant but are also not available for people seeking housing. New manufactured homes have been approved in all districts that allow single-family residences, which satisfies the criteria of the last objective in Policy 1.1.

Policy Reviewed:

Policy 1.2: Evaluate local development standards and regulations for effects on housing costs. Modify development regulations which unnecessarily add to housing costs.

Analysis: This Housing Action Plan will satisfy the intention of Policy 1.2 by assessing development regulations and identifying any unneeded costs or housing barriers present within city ordinance.

Policy Reviewed:

Policy 1.3: The city should consider allowing accessory apartments as conditional uses in single family residential zoning classifications.

Analysis: While city ordinance does identify accessory dwelling units, it is inconsistent with its permitting, and no zoning districts allow Accessory Dwelling Units explicitly, nor is it defined in city ordinance. A process has begun for developing ADU ordinance and getting a draft in front of Planning Commission. A concerted effort could be made to incorporate these into the municipal code, which would make progress towards meeting the need for “missing middle” housing in Toppenish.

Policy Reviewed:

Policy 1.4: Monitor housing availability.

Objective: Develop a record keeping and evaluation system that accurately measures the impact of programs on local housing problems.

Objective: Make current housing information available to potential developers and encourage its use in the consideration of development alternatives.

Objective: Provide for the periodic updating of existing plans and the ongoing analysis of housing problems.

Policy 1.5: Work cooperatively with public agencies, private institutions, and private enterprises to involve the private sector in new housing construction.

Objective: Provide information regarding housing needs to local finance institutions and developers.

Objective: Support the construction of new housing funded by federal and state programs, by private enterprises, public agencies, nonprofit corporations, and other eligible parties.

Objective: Support the management and administration of public housing programs by a local public housing authority.

Objective: Endorse private sector efforts to secure federal and/or state funds to provide housing for elderly and disabled citizens.

Policy 1.6: Work cooperatively with public agencies and private institutions to implement programs that expand the housing opportunities of lower income households, particularly those on fixed incomes.

Objective: Support the provision of rental assistance to those lower income households that pay an excessive proportion of their income on housing.

Policy 1.7: Support the future development of regional plans and strategies to address the housing needs of the unincorporated areas of the County.

GOAL 2: Encourage a mixture of housing types and densities throughout the sub-area that are compatible with public service availability.

Policy Reviewed:

Policy 2.1: Support the development of regional strategies to address the housing needs of Toppenish and its urban growth area.

Objective: Land use controls shall govern the distribution of housing types by establishing overall density.

Objective: The density of new residential development shall be based on the existing land use pattern, the availability of public services, municipal service plans, and the provision of services by the developer.

Objective: New multifamily residential construction will be encouraged to address the need for additional rental housing.

Objective: Criteria shall be developed for establishing levels of service required for different densities of development.

Analysis: Policy 2.1 has been moderately supported. Land use controls rooted in development standards allow for the development of duplexes and multi-family units in most zoning districts, with the R1 zoning district having a maximum density of 10 DU/NRA, and all other residential districts having a maximum density of 20 DU/NRA. However, some standards limit multi-family development. For example, in each residential zoning district the minimum lot size for a 3+ unit structure is 9,200 sq. ft., with an additional requirement for each additional unit. This regulation can make multi-family structures larger than 3 units prohibitive. As a result, 78% of housing units in Toppenish are single family detached homes, and only 12% are multi-family housing of any type, which tend to be more affordable to low-income households.

Outreach efforts in Toppenish have also revealed that 94% of 153 respondents desired a wider variety of housing options in Toppenish. Many wanted single-family houses, but a substantial number also sought duplex/triplexes, cottage housing, townhouses, and courtyard apartments. The specifics of these results can be found in Appendix X.

GOAL 3: Establish and maintain neighborhoods in Toppenish that are safe, sanitary and well-maintained.

Policy Reviewed:

Policy 3.1: The City will ensure and facilitate the provision of municipal services appropriate to the density of residential development.

Objective: The cost of extending municipal services to serve new residential developments will be borne by the developer

Objective: The City will actively seek outside sources of assistance to upgrade municipal service facilities in existing residential areas that may require improvement when local resources are not available.

Analysis: Per TMC 16.24, street and utility improvements shall be the responsibility of the subdivider. This will ensure that all new development has access to municipal services while not burdening tax payers.

Policy Reviewed:

Policy 3.2: Conserve the city's existing housing stock through code enforcement, rental licensing, appropriate zoning, participation rehabilitation programs, and discouraging conversion to nonresidential use.

Policy 3.3: The city of Toppenish will work cooperatively with other public agencies, private institutions, and organizations to foster housing rehabilitation and neighborhood reinvestment in areas suitable for rehabilitation.

Objective: The housing target area map will serve as a guideline for the commitment of public and private financial resources for housing rehabilitation.

Objective: The City may seek outside sources of assistance to finance the rehabilitation of homes eligible for assistance.

Objective: The City will promote the involvement of local finance institutions and others to direct private capital to areas identified as needing rehabilitation and neighborhood reinvestment.

Policy 3.4: The city of Toppenish will encourage property maintenance and pride in the community.

Objective: The City may establish a voluntary residential inspection program to inform home occupants of the condition of structural, electrical, plumbing, and other components of the home.

Objective: Work cooperatively with Pacific Power and Light Company to increase the number of energy audits performed for Toppenish households.

Objective: Encourage the presentation of workshops on low or no cost weatherization and energy conservation skills by qualified organizations.

Analysis: Toppenish has recently begun to work towards implementing community development block grants in order to rehabilitate and preserve housing stock. Additionally, a historic preservation element could help to provide funds, tax incentives, and tax credits for the rehabilitation of historic housing stock.

Zoning and Subdivision Code Review

The Toppenish Municipal Code allows for housing in the following residential and commercial zoning districts:

R1 Residential District

R2 Residential District

B1 Local Business District

B3 Professional Office District

Types of Housing

The Toppenish Municipal Code provides the following definitions for the types of housing allowed within the city:

“Dwelling” means a building or portion thereof designed exclusively for residential purposes, including one-family, two-family and multiple-family houses, but shall not include hotels, motels, or apartments.

“Dwelling unit” means one or more rooms in a dwelling or apartment house or apartment hotel designed for occupancy by one family for living or sleeping purposes, and having only one kitchen.

“Single-family dwelling” means a detached building containing one and only one dwelling unit.

“Two-family dwelling” means a building containing under one roof two and only two dwelling units. Such definition shall also include the term “duplex.”

“Multiple family dwelling” means a building containing under one roof three or more dwelling units.

Types of housing allowed in each residential zoning district:

	Maximum Density	Single-Family	Duplex	Multi-Family	Mobile/Manufactured Home	Mobile Home Parks	Philanthropic Institutions
R1	10 DU/NRA	P	P	X	P	CU	CU
R2	20 DU/NRA	P	P	P*	P	CU	CU
B1	20 DU/NRA	P	P	P*	P	CU	X
B3	20 DU/NRA	P	P	P*	P	X	X

P – Permitted Use

CU – Conditional Use

X – Not Permitted

*-- Additional lot size requirements per unit over 3

Buildable Lands

Reduce Minimum Lot Sizes

Reducing minimum lot sizes is a key strategy to make efficient use of public infrastructure and increase affordability. It increases a community's capacity by allowing a greater number of dwelling units, particularly in areas close to transit and other amenities. It also provides ways to develop lots with smaller yards that do not require a lot of time or effort to maintain. In growing communities with significant vacant tracts of land, reductions in the minimum lot size carry one of the best opportunities to accommodate growth needs within compact areas. This can limit the need to expand the urban growth area and expand infrastructure to serve it. Such changes also increase opportunities for homeownership.

Policies

- Establish design standards for lots smaller than 5,000 square feet to ensure layouts that create an attractive streetscape and provide usable private open space for residents.
- Allow zero lot line development and shared-access lots.
- Minimum lot sizes for detached single family dwellings should not be smaller than 2,500 square feet.

Integrate Floor Area Ratio Standards

Floor area ratio (FAR) is the ratio of a building's total floor area (gross floor area) to the size of the piece of land upon which it is built. Since FAR focuses entirely on building massing, it's often seen as a good alternative to density regulations (maximum number of lots or dwelling units per acre) in multifamily and mixed-use zones. This option can allow for a greater number and mix of unit types and sizes since the number of units isn't regulated. FAR standards are also often used in addition to density regulations where there's a strong desire to limit the number of dwelling units and the size of buildings.

Policies

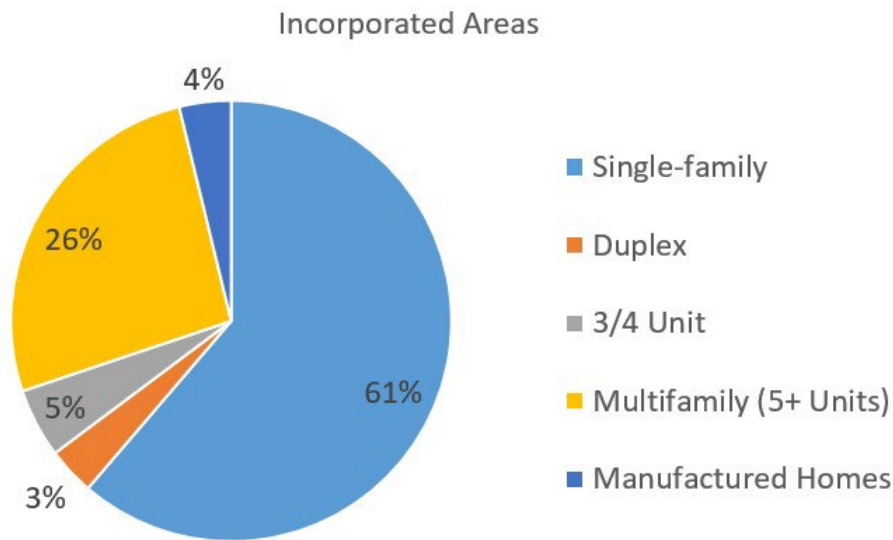
- Create design guidelines to ensure that such buildings can be well integrated into the existing and planned community context.
- Consider creating a 3-D massing model to test FAR limits and help to communicate how potential development might be integrated into the community context. Use caution with such models, however, and clearly communicate that such models are for illustrative purposes only. Carefully consider the appropriate level of detail that might work best for your particular context (e.g., conceptual massing models will be less expensive to develop and may be more effective in some cases, while a more detailed photo-realistic model might be more appropriate where ground level views are sought).
- Consider how FAR is calculated. The basic concept is to calculate all visible floor area (i.e., floor area above grade). The terms should clarify what's included in floor area calculations (e.g., partial floors? vaulted ceiling space? below-grade space?). Some communities don't count desired elements, such as structured parking, affordable units, community meeting rooms or other communal spaces.
- Consider using FAR for infill development to complement the scale of existing development. For example, examine the typical FARs of existing residential buildings and consider applying an FAR standard that's generally consistent with the established pattern. Then adjust the list of permitted housing types and/or density to match objectives. Additional setback, lot coverage and/or other site/building design standards might supplement the FAR standards to help meet community design and compatibility goals.

Increase Allowed Housing Types in Existing Zones

In many communities, the only housing choices are single-family homes on large lots or medium to large multifamily buildings. Such limited options do not reflect the wide range of needs of differing family sizes, household incomes and cultural groups. One solution is encouraging a larger variety of housing types, often referred to as the “missing middle” as they are middle-sized housing, aimed at people with middle-incomes. In general, these types are more affordable than detached single-family homes and offer a greater range of design and locational choices than apartment buildings can offer. They also offer more flexible ways for communities to add compatible density into established neighborhoods and provide more opportunities for residents to have stability and build wealth through homeownership.






In some cases, such housing types and configurations may not be explicitly prohibited, but code standards such as density limits, lot size minimums, setbacks or parking requirements, along with a lack of code support, creates unpredictability and discourages their construction. Another factor in these housing types “missing” in communities is that local developers, particularly areas outside of the Puget Sound region, lack experience and interest in building these housing types due to greater uncertainty in the financial return. The 2000 Census of housing structures by type shows that 8% of units in incorporated areas in Washington state are two, three and four units.

Housing Structure by Type in Washington State



Based on 2000 U.S. Census data for statewide occupied housing units in incorporated areas, www.ofm.wa.gov.

“Missing Middle” Housing Types

Subsection	Housing Type	Examples	Density Range (net)
Z-6a	Cottage housing		6-20 du/acre
Z-6b	Duplex, triplex, four-plex		8-32 du/acre
Z-6c	Townhouse		12-40 du/acre
Z-6d	Courtyard Apartments		12-40 du/acre
Z-6e	Micro-housing		40-400+ du/acre

Note: du/acre = dwelling units per acre

Cottage Housing

Cottage housing typically refers to a cluster of small dwelling units (generally less than 1,200 square feet) around a common open space. The cluster arrangement around a common open space also offers a model that's been very attractive to empty nesters, singles, couples and even some small families. They offer a development approach that is appropriate and compatible with low-density residential neighborhoods. While the construction cost per square foot is often higher than a larger traditional single-family home, their smaller size makes them more affordable than a typical single-family residence. While cottage clusters may be on a single lot and rented like an apartment complex or divided into separate condominiums, most cottages today are built on fee simple lots with common areas maintained by a homeowners' association.

Policies

- Include standards to ensure that porches are required and orient towards common open space(s) and are wide enough to be useful (seven feet wide or more is preferred).
- Create design standards for both common open spaces and semi-private open spaces for individual cottages. Common open spaces should be the focal point of a development with at least half of the cottages in a cluster directly facing the space.
- Require areas for shared use. Ex) lawn areas should be paired with an adjacent hard surfaced patio area. A shared community building could provide a space for gathering and sharing tools.
- Provided shared parking areas off to the side or rear of the development. Attached storage garages are limited to a single vehicle in size and shall be designed to minimize visual and functional impacts on the common open space.

Duplexes, Triplexes and Fourplexes

Duplexes are broadly defined as a building that includes two dwelling units. They can be side by side, stacked, or a combination of the two. They are an efficient form of housing often integrated into pre-war residential neighborhoods. Triplexes and fourplexes are similar with three or four units.

Policies

- Create design guidance to help multi-unit housing fit into existing neighborhoods. Key design issues include:
 - Emphasize that unit entries and windows are directed towards the street.
 - Locate driveways and garages to the side of the construction if possible.
 - Encourage articulated facades/rooflines to promote neighborhood compatibility.
 - Ensure usable private open space.
- Allow duplexes on corner lots in single-family zones when they are designed to look more like single-family homes.
- Create separate minimum setbacks for private garages to reduce their visual impacts and provide enough off-street parking without obstructing sidewalks.
- Consider removing single-family zoning and renaming it low-density residential.

Townhouses

Townhouses are dwelling units that share walls with other residential units, but have their own front stoop or porch, yard or balcony, and are usually owner-occupied. Townhouse buildings typically contain between three to six units. Most units feature their own private garage, located underneath the dwelling unit. Most modern townhouses feature two bedrooms, though many integrate three or four bedrooms.

Policies

- Remove lot size minimums to allow flexibility in the size and design of townhouses, or if lot size standards are used, they should be sized to allow typical two-bedroom units, which typically have a footprint of around 500 square feet. Typical townhouse lots range from 14 feet for a unit with a single car-width garage to 30 feet for larger townhouses.
- Exempt townhouses from internal side yard setbacks.
- Create design standards to ensure that townhouses fit into the existing or desired neighborhood context. Key design issues include:
 - Location and design of driveways and garages in relation to the sidewalk and pedestrian environment
 - Location and design of private internal roads
 - Location and design of unit entries
 - Articulated facades/rooflines
 - Provisions for usable open space
 - Fire department access and service vehicle circulation

Courtyard Apartments

Courtyard apartments are small multifamily buildings surrounding a courtyard that opens onto a street. Courtyard apartments are typically up to three stories and consist of multiple side-by-side and/or stacked dwelling units accessed from a courtyard or series of courtyards. The courtyards provide space for social connections among residents.

Policies

- Consider as an option in higher-intensity single-family zones or low-intensity multifamily zones where standard apartment complexes may be less acceptable to the community.
- Create design standards to ensure that courtyard apartments fit into the existing or desired neighborhood context. Key design issues include:
 - Courtyard size and design standards
 - Location and design of unit entries (oriented towards courtyard)
 - Location and design of parking areas
 - Articulated facades/rooflines (to promote neighborhood compatibility)

Micro-housing

Micro-housing is a very small dwelling unit. Sightline Institute describes them as the modern-day equivalents of rooming houses, boarding houses, dormitories and single-room occupancy (SRO) hotels, and they come in two main forms:

1. Congregate housing “sleeping rooms” are often in the 140-200 square-foot range and may include private bathrooms and kitchenettes. Shared facilities include kitchens, gathering areas and other common amenities for residents.
2. A small efficiency dwelling unit (SEDU) is a very small studio apartment including a complete kitchen and bathroom.

These very small units provide a relatively affordable unsubsidized option for renters.

Policies

- Create design standards to enhance site and building design and promote neighborhood compatibility.
- Require open space standards.
- Reduce parking requirements to reflect unit size and tenant mix.
- Review zoning standards to increase maximum density limits.
- Update building and zoning codes for minimum apartment size requirements.

Increase or Remove Density Limits

Regulating the maximum number of units per acre is one of the most commonly used tools to regulate the intensity of residential development in Washington jurisdictions. However, there are two notable drawbacks to the units/acre regulating approach beyond simply limiting density:

1. They penalize smaller units by design, as each dwelling unit, whether it is 500 square feet or 5,000 square feet, counts as one dwelling unit. As such the standard can shift development towards larger, more expensive units.
2. Most residents have a difficult time understanding what density looks like. When quizzed on the subject, community members often convey that the design of the streetscape, front yards and building frontages matter more to them.

Removing or relaxing such density limits are ways to increase the supply, diversity and affordability of housing.

Policies

- Communicate the need for such change, such as information from the housing needs assessment.
- Communicate the benefits of the strategy and link to community goals and policies.
- Illustrate case studies and example development scenarios to show how proposed changes would work on a key site.
- Couple with other tools to mitigate negative impacts and enhance the design of development. Effectively communicate those tools to community participants. Notable examples:
 - Form-based code or design standards and/or guidelines
 - Height limit, setbacks and minimum open space standards
 - Floor area ratio caps
 - Streetscape improvements (most notably planting strips with street trees)
- Consider and clarify community infrastructure and service implications.

Revise ADU Standards

Accessory dwelling units (ADUs) are small dwelling units that are either attached to the primary dwelling or in a detached structure that is typically placed to the side or rear of the primary dwelling. ADUs have long been an important option for communities to add variety and housing choice in single-family neighborhoods.

ADUs can provide low-cost housing in established neighborhoods. They provide dwelling opportunities for extended family members and small households that prefer a neighborhood setting over apartment living.

Typical ADU ordinances require that such units be placed within or to the rear of a home. This configuration minimizes visual impacts of such units on the streetscape.

Policies

- Collaborate with homeowners and prospective ADU developers and renters to help design ADU provisions that balance housing needs while minimizing neighborhood impacts.
- Consider allowing an ADU on any lot regardless of lot size.
- Consider offering pre-designed plans to encourage more ADU development.
- Consider allowing modular units and tiny homes (small dwelling units on a foundation with between 150-400 square feet of habitable floor area) as ADUs.
- Consider allowing the conversion of garages to ADUs.

Offer Density and/or Height Incentives for Desired Unit Types

In communities with a deficit of small affordable units and areas where height and/or density bonuses are under consideration, such bonuses to allow for buildings integrating a certain percentage of small units (under a specific size, such as 600 square feet) may be a good option. Alternatively, communities could adjust the way that density is measured to allow for discounts for very small units (i.e., density unit equivalent). On the other hand, many urban communities have a shortage of larger multi-bedroom apartment units to serve families with children. Density bonuses could be used to incentivize developments with such units.

Policies

- Small affordable unit incentives will be effective only where market analysis shows a gap in smaller studio and one-bedroom units.
- Consider reducing parking requirements if impacts to the neighborhood from on-street parking demand can be avoided or mitigated.
- Compatibility due to increased density or height may need to be addressed through other provisions.
- Consider the need to meet affordability thresholds when crafting the incentives and requirements for larger multi-bedroom units.

Reduce Off-Street Parking Requirements

Parking facilities add substantial cost in the development of new housing, whether it's surface or structured parking. In suburban and small city settings, such parking facilities are more important but should be balanced with aesthetics and the impact on the yield of land.

Policies

- Consider parking maximum standards in downtowns, neighborhood commercial districts and commercial corridors with good existing or planned transit service.
- Consider reducing or eliminating parking requirements in areas where non-conforming on street parking exists, especially for change of use and redevelopment, to ensure historic and compact downtown character can be retained.
- Consider reducing requirements in areas planned for redevelopment and affordable housing.
- Consider adding additional parking tools, such as contracting with car-share providers, providing transit passes to residents, shared use parking, and off-site parking.
- Allow developers to reduce parking stalls if the city accepts a parking study by a certified transportation planner or engineer that demonstrates minimum impacts to surroundings.
- Encourage housing and parking to be rented separately.

Relax Ground Floor Retail Requirements

While a mix of uses can be useful for neighborhoods, especially along main streets, many municipalities require retail uses on the ground floors of all new multifamily residential projects. This may oversupply the local retail and office market, reducing the financial feasibility of projects with space that is less profitable to developers. Strategically applying ground-floor retail requirements to essential streets or blocks can limit the barrier to housing development.

Policies

- Limit ground floor commercial standards to those block-fronts that reinforce existing storefront patterns or to the minimum area necessary to achieve the community's specific storefront use and design goals. Also limit to where current/anticipated market conditions can support the subject commercial floor area.
- Review what types of commercial uses are allowed and consider allowing live/work units to qualify as a ground floor commercial use on certain block-fronts.
- Consider allowing or clarifying allowance for residential lobbies that serve upper levels.
- Where there's a desire to retain commercial uses along block-fronts, but the lots are deep, consider applying the ground level commercial use requirement only to the front 30-60 feet of the block-front. This allows greater flexibility to integrate residential development on such properties.
- While retail space demands may be declining, there's often a strong desire to encourage a mixture of restaurants, personal and general service uses, and other non-residential uses such as salons, restaurants and coffee shops, professional studios, pet day care businesses, yoga and martial arts studios, and entrepreneurial start-ups. Consider offering height or density bonuses in exchange for providing ground level space for non-residential uses.
- Apply design standards for ground level residential uses facing the street in commercial and mixed-use districts to enhance the streetscape environment and provide for the privacy, comfort, and livability of the adjacent residential units.
- Allow for the accommodation of live-work units into projects, where private residential space above is combined with space for limited office/personal service uses such as home occupations on the ground floor. These spaces can present opportunities for commercial activity and allow for future changes to street-level retail with proper designs.

Reduce Setbacks, Lot Coverage and/or Impervious Area Standards

Modest reductions in front setback standards can help to expand possible building footprint area. In storefront and other dense urban environments, the opportunity to build a firewall up to the side property line allows greater flexibility and expansion of the possible building envelope.

Policies

- Allow porches and covered entries to project into front setbacks to encourage their integration and maximize building envelope opportunities.
- Consider design standards to enhance the streetscape and provide for the privacy, comfort and livability of the adjacent residential units.
- Consider separate minimum setbacks for private garages to reduce their visual prominence on the building and to provide enough space for cars to park in driveways without obstructing pedestrians on the sidewalk. For example, the minimum setback for garages should be at least 20 feet.

Use a Form-Based Approach

A form-based approach to regulating development emphasizes predictable built results and a high-quality public realm by using physical form and design rather than separation of uses and density limits. This approach uses prescriptive standards for building massing, layout, orientation and design to help achieve a community's specific vision. It places a big emphasis on the design of streetscapes and how private development looks from the street.

Form-based codes (FBCs) were created in response to regulations that placed more of a concern with controlling land use than shaping the physical form of communities. Whereas a strict form-based code has little or no land use restrictions, many zoning codes for urban Washington communities now function as a hybrid of strict FBC and traditional zoning code by integrating stronger form-based design regulations with use-based regulations. FBCs can help add housing by letting the market determine how many units of what size are feasible.

Policies

First determine the desired physical form your community wants to achieve. Second, explore "workable" regulatory tools that can best help achieve that form given the community's physical, planning, political, and regulatory environment, whether it might be a strict form-based code, or a hybrid form that adjusts current zoning provisions and integrates form-based design standards.

Factors in creating a "workable" form-based approach:

- Consider the community's resources available to convert to a form-based code due to complexity and expense.
- Make sure that code provisions are economically feasible given local market conditions.
- Consider creating a system of development frontage standards that apply to particular street types. For example, while a community's main street may have strict storefront and parking location standards, side streets might offer more flexibility in ground level uses, design and parking lot location.

PUD/PRD and Cluster Subdivisions

PUDs and PRDs stand for "planned unit development" and "planned residential development," respectively. The terms generally refer to large integrated developments that offer special design, use/housing type mix and development intensity flexibility, provided they conform to the comprehensive plan. Specifically, PUDs and PRDs typically offer flexibility in lot sizes and housing types provided the overall development meets the density provisions of the zone. Some PUDs and PRDs offer density bonuses for achieving specific goals or integrating community amenity features. PUDs and PRDs often also allow flexibility in the design of street and other public improvements, provided they meet specific criteria. Thus, PUDs and PRDs can be a good tool to integrate a greater mix of lot and housing types to meet community demographic needs while providing environmental benefits of clustering housing to help preserve sensitive natural areas and/or provide a greater amount of usable community open space.

Some communities are increasingly allowing the clustering and lot size averaging benefits of PUDs and PRDs through standard zoning and subdivision provisions. Clustering usually includes the grouping of lots together on smaller-than-normal parcels to provide opportunity to preserve open spaces, critical areas or unique landforms that otherwise would not likely be preserved. Lot size averaging allows developers to subdivide land into a variety of lot sizes, provided the average lot size in the development meets the minimum, often allowing for more efficient use of land and potential for additional housing units. These tools also provide for more compact roadway arrangements, expanded common open space and allow the possibility for different size home choices. This arrangement within the standard subdivision process can create more predictability for the applicant by simplifying the development review process and eliminating or minimizing the possibility of costly conditions of approval.

Policies

- Allow cluster subdivision design in the standard subdivision process, without the need to go through additional review procedures typical of PRD or PUDs.
- Consider compatibility standards to avoid major differences in lot sizes compared to existing development.
- Consider density or other incentives to increase the diversity and affordability of lot and housing types in cluster subdivisions.

Manufactured Home and Tiny House Communities

Some cities are starting to adopt local codes to allow tiny houses as an affordable housing option that is in line with community desires for sustainability, limited visual impact, and preservation of open space.

Policies

Consider allowing different options for tiny house integration, including:

- Tiny houses as detached accessory dwelling units.
- Tiny house clusters or villages – designed in a manner similar to cottage housing clusters.

Tiny house density/massing and review process:

- Consider allowing a higher number of these units than typical units for the zone, due to the small size of tiny houses. Some density increase is essential because the units are smaller and usually more expensive to build on a cost-per-square-foot basis.
- Consider applying a maximum floor area ratio limit or an across-the-board allowed density for tiny houses, such as one tiny house per 1,200-square-foot lot area.

Tiny house design elements: Provide design standards in a manner similar to cottage housing clusters:

- Consider providing design standards for both common open spaces and semi-private open spaces for individual units.
- Permit construction of a shared community building to provide a space for gathering and sharing tools.
- Consider how parking can be integrated with tiny house clusters.

TOPPENISH CITY COUNCIL
Regular Meeting Minutes
April 10, 2023

Agenda Item
5a

Mayor Saavedra called the meeting to order at 7:00 p.m.

ROLL CALL

Attendees: Mayor Elpidia Saavedra, Mayor Pro Tem Clara Jiménez, and Councilmembers Loren Belton, Naila Duval, George Garcia, and Kyle Pettit
Absent: Councilmember Juan Ceja
Staff: City Manager Debbie Zabell (CM Zabell), City Attorney Gary Cuillier, Assistant City Manager/Public Works Director Dan Ford, Chief of Police John Clary, Administrative Services Director Heather Jobe, Information Technology Services Manager Van Donley, City Clerk Heidi Riojas (CC Riojas), and Community Television Manager Sean Davido

CC Riojas conducted roll call for each City Councilmember to respond their attendance at the meeting. Mayor Saavedra, Mayor Pro Tem Jiménez, and Councilmembers Belton, Duval, Garcia, and Pettit responded their attendance during roll call. Councilmember Ceja was not present at the meeting.

APPROVE AGENDA

Mayor Pro Tem Jiménez moved, seconded by Councilmember Pettit to approve the April 10, 2023, Agenda. Motion carried unanimously.

PUBLIC COMMENT

Eligio Jiménez, 521 North Date Street, Toppenish, as the Community Safety Network (CSN) President, invited Council and the public to participate in the CSN Spring Clean Up on April 22, 2023. He distributed flyers in English and Spanish regarding the event. CSN hosts several events with the Martin Luther King, Jr. Peace March, the Spring and Fall Clean Ups, the Memorial Golf Tournament, and Ciclovía all in efforts to promote a safe and clean environment for community members.

CONSENT AGENDA

Councilmember Pettit moved, seconded by Councilmember Pettit to approve Consent Agenda items a through d:

- a. Approve Minutes of the March 27, 2023, Regular Meeting
- b. Approve Minutes of the April 3, 2023, Study Session
- c. Approve Payroll Checks Numbers 36153 through 36166 and electronic transfers in the total amount of \$206,932.77 dated April 7, 2023, and void Check Number 36128
- d. Approve Claims Checks Numbers 96975 through 97029, EFTAP331 through EFTAP333 in the total amount of \$753,366.85 dated April 10, 2023, and void Check Number NR96800

Motion carried unanimously.

OLD BUSINESS

Councilmember Duval moved, seconded by Mayor Pro Tem Jiménez to take AB 23-018 from the table. Motion carried unanimously.

Mayor Saavedra Requested CC Riojas Read Ordinance No. 2023-03 into the Record for the First Public Reading: An Ordinance of the City of Toppenish, Granting to Lightspeed Networks, Inc., the Right, Privilege, Authority, and Nonexclusive Franchise for Ten (10) Years, to Construct, Maintain, Operate, Replace, and Repair a Telecommunications Network Limited to Small Wireless Communication Facilities in, Over, Along, and Within Certain Designated Public Rights-of-Way of the City of Toppenish, Washington.

Councilmember Pettit moved, seconded by Councilmember Duval to adopt Ordinance No. 2023-03. Motion carried unanimously.

NEW BUSINESS

Resolution 2023-17: A Resolution Authorizing the Solid Waste Utility Fund to Specifically Allocate Funds Towards the Annual Community Cleanup Events.

Mayor Pro Tem Jiménez moved, seconded by Councilmember Duval to approve Resolution 2023-17. Motion carried unanimously.

COUNCIL TRAINING

Elected Officials Training, Part 1

The City Council and staff viewed the Association of Washington Cities Elected Officials Essentials training, Part 1, during the meeting.

COUNCIL MEETING REPORTS/COMMUNITY ANNOUNCEMENTS

Councilmember Garcia had nothing to report.

Mayor Pro Tem Jiménez thanked all the community members that assisted with the Extreme Weather Shelter.

Councilmember Belton had nothing to report.

Councilmember Pettit had nothing to report.

Councilmember Duval invited the public to attend the rental assistance fair in Sunnyside on April 19, 2023, and the Missing and/or Murdered Indigenous Symposium on May 4, 2023 and May 5, 2023.

Mayor Saavedra thanked Camp Hope and the Yakima Valley Farm Workers Clinic for providing a safe location for the homeless and invited the community to participate in the CSN Clean Up on April 22, 2023.

CITY MANAGER REPORT

CM Zabell updated Council on the following:

- City Easter Egg Hunt on April 8, 2023 lasted 1 minute and 15 seconds
- Activities Program Manager, Katie Goodale, will start April 21, 2023
- Pool staff recruitment
- Public Works staff working on pool repairs and clean up
- Public Works seasonal staffing recruitment

ADJOURNMENT

There being no further business to come before the Council, the meeting adjourned at 8:08 p.m.

ELPIDIA SAAVEDRA, MAYOR

HEIDI RIOJAS, CMC, CITY CLERK

Payroll Check Register

Payroll for Period 04/01-15/2023

Fund Number	Description	Amount
001-000-013	Executive	\$7,484.69
001-000-014	Finance, Record	\$25,141.96
001-000-018	Central Services, Personnel Services	\$16,539.28
001-000-021	Law Enforcement	\$67,414.90
001-000-022	Fire Services	\$51,032.03
001-000-024	Protective Inspections	\$5,306.13
001-000-058	Planning and Community Development	\$2,299.01
001-000-076	Pool, Park Facilities	\$5,867.48
030-000-021	Criminal Justice Fund	\$29,080.55
050-000-000	Special Projects Fund	\$1,910.92
101-000-000	Street Fund	\$8,891.12
108-000-000	Cemetery Fund	\$6,218.85
157-000-000	Cable TV Fund	\$4,904.88
401-000-000	Water Fund	\$20,751.96
403-000-000	Wastewater Fund	\$23,523.43
405-000-000	Solid Waste Fund	\$16,277.36
Grand Total:		\$292,644.55

Payroll Checks 36167-36179 and Electronic Transfers

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Toppenish, and that I am authorized to authenticate and certify to said claim.



4/19/2023

Heather Jobe, Administrative Services Director

Date:

Accounts Payable Check Register

April 24, 2023

Number	Vendor Name	Account Description	Amount
97030	City of Toppenish	City Utility Service - Fire	\$375.11
		City Utility Service - Police	\$563.68
		City Utility Services	\$721.24
		City Utility Services - Cemetery	\$92.90
		City Utility Services - City Hall	\$352.33
		City Utility Services - Parks	\$1,726.94
		City Utility Services - Treatment Plant	\$304.25
		Check Total:	\$4,136.45
97031	A WorkSAFE Service, Inc.	Pre-Employment Services	\$100.00
97032	ADT Security Services, Inc.	Alarm Monitoring - 50% of Rec Bldg & Pool	\$25.09
		Alarm Monitoring - 50% Rec Building	\$25.09
		Check Total:	\$50.18
97033	Alba Enterprises	Professional Services - Interpreting/Translation Services	\$100.00
97034	Amazon Capital Services	Capital Purchase - Equipment	\$6,106.02
		Computer Hardware	\$123.53
		Office & Operating Supplies	\$191.45
		Operating/Maint. Supplies - General	\$196.56
		Check Total:	\$6,617.56
97035	Aramark Uniform Services Everett Lockbox	Rentals	\$32.38
97036	Board for Volunteer Firefighters	Volunteer Insurance	\$30.00
97037	Brothers Pipeline Construction	Utility Deposits Applied & Refunds	\$900.00
97038	Budget Septic LLC	Professional Services	\$1,667.25
97039	Cascade Natural Gas Corp.	Fuel for Heating	\$198.14
97040	CenturyLink	Telephone	\$69.99
97041	Cintas Corporation #605	Rentals	\$37.46
		Uniform Cleaning	\$300.90
		Check Total:	\$338.36
97042	City of Sunnyside - Finance Dept.	Corrections Services Sunnyside	\$4,380.00
		Counsel for Indigents	\$14,099.04
		Court Services	\$14,099.04
		Check Total:	\$32,578.08
97043	Columbia Cleaners	Uniform Cleaning	\$197.18
97044	Connetix Engineering, Inc.	Professional Services	\$444.80
97045	Copper Hemp Electric LLC	Capital Improvements - Police Building	\$20,321.96
97046	Corporate Billing, LLC	Repair & Maintenance - Vehicles	\$2,228.59
97047	Department of Licensing	Weapon Permit - DOL License	\$36.00
97048	DeVries Business Records Management, Inc.	Professional Services	\$11.51
97049	EarthCam, Inc.	Alarm Monitoring	\$300.00
97050	Eurofins Microbiology Laboratories, Inc.	Professional Services	\$456.27
97051	FCS Group	Professional Services	\$1,236.25
97052	Federal Express Corporation	Postage	\$8.58

Number	Vendor Name	Account Description	Amount
97053	Galls, Inc.	Uniforms & Clothing	\$126.60
97054	Gray & Osborne, Inc.	General Sewer Plan/Sewer Camera Van	\$82,543.53
		Professional Services - Police Building	\$13,044.78
		Check Total:	\$95,588.31
97055	H.D. Fowler Co., Inc.	Water Meter Service Inventory	\$1,536.19
97056	Hach Company	Lab Supplies	\$407.89
97057	Howard's Tire Factory Inc	Service Repair/Maintenance Vehicles	\$55.03
97058	Intermedia.net Inc.	Telephone	\$142.65
97059	Lakeside Industries Inc.	Operating/Maintenance Supplies - General	\$1,263.60
97060	Mansfield Alarm Co. Inc.	Alarm Monitoring	\$278.66
97061	Menke Jackson Beyer, LLP	Professional Services	\$402.50
97062	Mobile Modular	Capital Improvements - Police Building	\$15,314.40
97063	Municipal Emergency Services Inc.	Professional Services	\$1,306.80
97064	N-able Technologies LTD	Software Subscriptions	\$336.64
97065	Nutrien Ag Solutions, Inc.	Chemicals	\$2,889.25
97066	ODP Business Solutions, LLC	Office & Operating Supplies	\$139.62
97067	One Call Concepts, Inc.	Professional Services	\$42.80
97068	O'Reilly Auto Parts	Operating/Maintenance Supplies - Vehicles	\$25.91
97069	OVS - Orchard & Vineyard Supply, LLC	Operating/Maintenance Supplies - General	\$9.60
97070	Oxarc, Inc.	Chemicals	\$17.50
		Operating/Maintenance Supplies - General	\$39.05
		Check Total:	\$56.55
97071	Pacific Office Automation	Photocopies	\$45.84
97072	Pacific Office Automation	Rentals	\$561.38
97073	Pacific Power & Light Co.	Electricity - City Hall	\$363.54
		Electricity - Fire	\$469.54
		Electricity - Police	\$724.43
		Electricity - Recreation	\$159.29
		Electricity - Swimming Pool	\$130.50
		Check Total:	\$1,847.30
97074	Pacific Power & Light Co.	Electricity	\$6,488.73
		Electricity - Cemetery	\$127.54
		Electricity - Parks	\$382.40
		Electricity - Street Lights	\$4,956.81
		Electricity - Traffic Signals	\$279.51
		Lift Station Electricity	\$405.13
		WWTP Electricity	\$7,608.54
		Check Total:	\$20,248.66
97075	Pitney Bowes Inc.	Office & Operating Supplies	\$143.41
97076	Public Safety Psychological Services	Pre-Employment Services	\$750.00
97077	Public Safety Testing, Inc	Pre-Employment Services	\$197.00
97078	Rodda Paint Co.	Operating/Maint. Supplies - General	\$2,516.62
97079	Safelite Fulfillment, Inc.	Service Repair/Maintenance Vehicles	\$509.27

Number	Vendor Name	Account Description	Amount
97080	Securitas Technology Corporation	Service Repair/Maintenance Welcome Center Bldg	\$170.73
97081	SEP Consulting	Professional Services	\$210.00
97082	Sign Solutions USA, LLC	Operating/Maintenance Supplies - Traffic Control Devices	\$2,815.43
97083	Solid Waste Division	Dump Site Fees	\$16,437.41
97084	Summit Law Group	Legal Services	\$17,592.31
97085	Sunnyside Sun Media LLC	Advertising	\$23.25
97086	Systems for Public Safety, Inc.	Capital Purchase - Police Vehicle	\$7,217.18
97087	The Janitor's Closet	Operating/Maint. Supplies	\$191.57
97088	TK Elevator Corporation	Service Repair/Maintenance City Hall	\$696.43
97089	Toppenish School District 202	Community Events - Rentals	\$60.00
97090	U.S. Bank Safekeeping	Banking Fees & Charges	\$28.00
97091	Verizon Wireless	Small Tools & Minor Equipment	\$23.49
		Telephone	\$3,073.39
		Telephone - Utility Billing	\$42.12
		Check Total:	\$3,139.00
97092	Vision Municipal Solutions, LLC	Professional Services	\$142.36
		Service/Maintenance Agreements	\$257.04
		Software Subscriptions	\$10,343.16
		Check Total:	\$10,742.56
97093	WA Department of Health	Pool/Concession Permits	\$100.00
97094	Washington Law Enforcement Information and Records Association	Memberships- Registrations - Subscriptions	\$75.00
97095	Weinmann, Gene E.	Office & Operating Supplies	\$27.99
		Postage	\$37.32
		Professional Services	\$1,800.00
		Check Total:	\$1,865.31
97096	Wells Fargo Vendor Fin Serv	Photocopies	\$36.69
		Rentals	\$448.32
		Check Total:	\$485.01
97097	Yakima County Department of Corrections	Corrections Services Yakima County	\$10,490.55
		Medical Services	\$120.77
		Check Total:	\$10,611.32
97098	Yakima County GIS	IT Services - Community Dev	\$70.00
97099	Yakima Herald Republic	Advertising	\$63.75
		Advertising - Capital	\$63.75
		Check Total:	\$127.50
97100	Yakima Valley Section Secretary	Memberships- Registrations - Subscriptions	\$40.00
EFTAP334	Pitney Bowes Inc.	Postage	\$1,000.00
EFTAP335	Pitney Bowes Inc.	Postage	\$1,000.00
Grand Total			\$293,500.02

Accounts Payable Checks 97030-97100 and EFTAP334-EFTAP335

Number	Vendor Name	Account Description	Amount
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I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Toppenish, and that I am authorized to authenticate and certify to said claim.



April 19, 2023

Administrative Services Director



CITY OF TOPPENISH
REQUEST FOR COUNCIL ACTION
Agenda Bill No.: 23-026

Agenda Item
6a

Meeting Date: April 24, 2023

Subject: Interior Modifications to the Public Works Building

Attachments: Proposed Resolution 2023-18 and Concord Construction, Inc., quote for construction services and materials

Prepared by: Dan Ford, Assistant City Manager/Public Works Director

Presented by: Dan Ford, Assistant City Manager/Public Works Director

Approved For Agenda By: Debbie Zabell, City Manager

Discussion:

In response to Public Works' request Concord Construction, Inc. submitted a Construction Quote for work, which included labor and materials, to modify the relatively new Public Works building in order to provide additional office space for staff.

This work will enclose an existing computer nook, these computers will be relocated in existing space, and add a single door in order to provide access to the newly created office as well as the addition of double doors to the training/break/lunchroom. Although the creation of office space is clear, the addition of doors to the training/break/lunchroom is to provide separation of that room from daily work activities that can be interruptive, especially in training situations.

The City Council originally authorized funds for the erection of the new Public Works Building, completed by Concord Construction. Approximately 18% of roughly \$140,000 unspent monies will be used to complete this project.

Concord Construction submitted a quote of \$24,994 (\$27,744 with TERO and sales). Staff is requesting council to authorize the city manager to accept the construction quote provided, with consideration that other contractors were contacted but only Concord Construction responded, and that the work is necessary to adequately accommodate staff.

Fiscal Impact: \$28,244 of unspent, previously approved funds, which includes \$27,744 contractor costs and estimated \$500 for permitting costs.

Recommendation: Approve Resolution 2023-18, authorizing the City Manager to approve and accept the proposal provided by Concord Construction.

Alternatives: 1) Do not adopt. 2) Forward to Study Session for further review.

RESOLUTION 2023-18

A RESOLUTION APPROVING THE CONSTRUCTION QUOTE FROM CONCORD CONSTRUCTION TO MODIFY THE PUBLIC WORKS BUILDING CREATING A MORE PRACTICAL LAYOUT AND AN ADDITIONAL OFFICE

WHEREAS the City of Toppenish needs to create additional office space as well as modify existing space to better accommodate the needs of the Public Works Department in the Public Works Building, and

WHEREAS the City does not have sufficient or qualified staff to perform any necessary carpentry services, and

WHEREAS Concord Construction is a professional construction company with the staff and expertise to read and follow plans, install new structures and fixtures and meet new essential building specifications for the Public Works Building,

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TOPPENISH, WASHINGTON AS FOLLOWS:

The proposal from Concord Construction, Inc. for construction services to create a new office and modify existing space at the Public Works Building making better, more practical use of the original space for \$27,744.00 is approved and the City Manager is authorized and directed to accept said quote on behalf of the City of Toppenish.

This resolution shall be effective immediately upon passage and signatures hereto.

PASSED by the Toppenish City Council at its regular meeting held on April 24, 2023.

ELPIDIA SAAVEDRA, Mayor

ATTEST:

HEIDI RIOJAS, CMC, City Clerk



CONCORD CONSTRUCTION, INC.

a WASHINGTON CORPORATION

8557 Lateral B Road
Wapato, WA 98951-9732
Bus. (509) 848-3363 • Fax (509) 848-2038

April 18, 2023

City of Toppenish
408 Washington Ave.
Toppenish, WA 98948

Attn: Shaun Burgess

Re: Proposal for New Wall and Doors at City of Toppenish Office – **REVISED 4/18/23**

Dear Shaun:

We have prepared a construction quote for the infill walls and new doors at your City of Toppenish New Office. It is based on the following:

- 1) We will infill the opening at Staff Workroom 121, and match the adjacent finishes. The infill will also have sound batts.
- 2) We will install a new single door from Staff Workroom 121 to Corridor 106. The door will have an office lockset and the door leaf will have a ¼ lite.
- 3) We will remove the wood trim at the opening from Breakroom 122 to Corridor 106. We will install a new double door that fits the existing framed opening. The doors will not lock, and will have push-pull hardware and door closers. Each door leaf will have a ½ lite.
- 4) We will modify the casework in Staff Workroom 121, to not extend across the south wall.
- 5) We will adjust data, outlets and the light switch in Staff Workroom 121 to accommodate the new door location.
- 6) Our quote includes drywall patching and painting.
- 7) We include paying Washington state prevailing wages for Yakima County.
- 8) We have excluded any TERO fees.

Per the scope given, our proposed cost is \$24,994.00, excluding sales tax or permit costs.

Thank you for the opportunity to present this proposal. Let us know if you have any questions. This quote is good for 45 days.

Sincerely,

Concord Construction, Inc.

Raul "Rudy" Sanchez
Project Manager